

# Reclamation Manual

## Directives and Standards

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**Subject:** Human Resources Development and Training Program

**Purpose:** To provide guidance to Reclamation Offices which are responsible for Human Resources Development and Training Programs.

**Authority:** Code of Federal Regulations (5 CFR 410); U.S. Codes Title 5, Chapter 41; Executive Order (E.O.) 11348; *Department of the Interior (DOI) Human Resources Management Handbook*, Section 3; and *Office of Personnel Management (OPM) Training Policy Handbook* (Authorities and Guidelines).

**Contact:** Reclamation Program Group, D-4200

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### 1. Responsibilities.

- A. The Commissioner is responsible for establishing a work environment supportive of employee training and development, requiring the personal involvement of subordinate managers in the development of their employees to accomplish present and future duties of their job, and ensuring that appropriate training and developmental programs are in place to develop the human resources needed for the accomplishment of Reclamation's mission.
- B. Managers and supervisors will ensure that employees are trained to perform the duties of their positions. To the extent resources are available, managers and supervisors will provide for the development of employees to meet career goals within the projected needs and mission of Reclamation.
- C. Consistent with paragraph B above, employees have an obligation to plan and manage their own career development. Employees should identify their career plans and objectives and seek training and developmental assignments to meet those needs.
- D. Reclamation will support training that is required by law or regulation and training required by an employee for performance of existing or future duties.
- E. Regional Directors and the Director, Human Resources for the Commissioner's Office (CO), the Reclamation Service Center (RSC), and the Administrative Service Center (ASC) will designate those officials who have approval authority for training and development. This authority may be further delegated, as deemed appropriate.

- 2. **Individual Development Plans (IDP).** IDP's are used to plan training experiences that are required for successful performance of the job. Performance needs are identified from the employee's position description and the Leadership Effectiveness Framework (LEF) referenced in the *DOI Human Resources Management Handbook*. All probationary

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supervisors and newly appointed Senior Executive Service members must have IDP's. IDP's should be jointly developed by the employee and the supervisor. IDP's are required for certain special training programs like Veterans' Readjustment Appointment and Upward Mobility Agreements.

3. **Training Requiring Foreign Travel.** DOI approval is required for individuals attending training that requires foreign travel. Offices should prepare a "Foreign Travel Certification" (DI-1175), and forward it for processing to the Director, Policy and External Affairs, Attention: W-1520. Regional Directors and the Director, Human Resources must develop local approval and processing procedures, for their organizations as required.
4. **Academic Degree Training.** Regional Directors and the Director, Human Resources may determine when it is appropriate to provide academic degree training to employees under authorities listed above. In general, training designed to result in academic degrees can be authorized only in very limited circumstances; typically each course must be approved and relevance to existing or future duties established.
5. **Continued Service Agreements.** These agreements are needed when an employee fails to complete the training and recovery of training costs is required to protect the Federal Government's interests. Regional Directors and the Director, Human Resources have the authority to determine when an agreement with a trainee to continue in service with Reclamation is required. Each Regional Director and the Director, Human Resources may determine the length of training that requires an employee to sign an agreement to remain with Reclamation upon completion of the training. The service time must equal at least three times the length of the training period. See 5 CFR 410.310 for instructions on how to compute time in training for continued service agreements.
6. **Acceptance of Contributions, Awards, and Payments From Non-Government Organizations.** Employees may only accept contributions, awards, and payment under the Government Employees Training Act from organizations which are exempt from taxation under Section 501(da) of the Internal Revenue Code. All requests for approval of acceptance of contributions, awards, or payments will be prepared on the "Request Authorization, and Record of Acceptance of Contribution, Award, or Payment" (7-1694) and submitted to the appropriate Human Resources Office. These offices will maintain a file of these requests for meeting OPM reporting requirements.
7. **Training Needs Assessment.** Consistent with 5 CFR 410.203 and E.O. 11348, each organization within Reclamation will annually review its program for meeting identified organization and individual training needs.

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8. **Procurement of Training.** Under the FAR Subpart 4.6 and DIAR Subpart 1404.6, acquiring training through personnel procedures are not acquisitions for purposes of reporting requirements when the following guidance is used:
  - A. A Training Authorization Form (SF 182) must be used to request training services from Government and Non-Government training vendors.
  - B. The SF 182 may be issued to include associated non-tuition costs necessary to provide the instructional program(s).
  - C. The requested training must involve an established course (i.e., an existing instructional program with stated subjects, established outline, and instructional material).
  - D. The training course must be available on the open market.
  - E. The course must be offered at established rates (i.e., rates published in brochures or catalogs or advertised/offered on a commercial basis to the public).
9. **Use of the Training Authorization Form.** The SF 182 generated by the Automated Resources Training System (ARTS) must be used to authorize and record training and development of Reclamation employees. Evaluation of courses is required. Regional offices have the option of using either the copy 9 of the SF 182, recording evaluation results of courses in ARTS, or developing their own training evaluation system.
10. **Training Histories.**
  - A. Each Regional Human Resources Office and the RSC will use ARTS to create an annual training history by fiscal year for each employee. The training history will be maintained in the Human Resources Office and disposed of as required by *Reclamation's Information Management Handbook* disposition instructions PER-14.20. The training history will contain, as a minimum:
    - ! Employee's name
    - ! Social Security Account Number (SSAN)
    - ! Organizational code
    - ! Course titles
    - ! Course end dates
    - ! Total course hours
    - ! Date ranges the report covers
    - ! Date of report

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- B. An employee training history may also be provided to those individuals leaving Reclamation employment. For Reclamation employees who move to other Reclamation locations or regions that require change of personnel office services, the training history may be sent via ARTS to the gaining personnel office when the official personnel folder is forwarded.
11. **Required Training.** The Reclamation Program Group, Human Resources Office at the RSC, will maintain a list of required training courses/programs that apply to all Reclamation organizations. Regional offices may use this list to plan training programs and determine priorities for the training year.
12. **Paying Premium Pay.** Except as provided in 5 CFR 410.402(b) (1998), no funds appropriated or otherwise available to an agency may be used for the payment of premium pay to an employee engaged in training. **As a general rule**, employees may not receive overtime pay or compensatory time off for time spent in training.
13. **Training Treated as Hours of Work Under the Fair Labor Standards Act (FLSA).** Non-exempt FLSA employees can receive overtime pay in specific limited circumstances, see 5 CFR 410.402(d)(1).
14. **Overtime Payment for Travel Related to Training.** For employees exempt from FLSA, the **general rule** is that time spent traveling from the official duty station to a temporary training site is **not** hours of work unless the travel results from an event that could not be scheduled or controlled administratively by an executive agency of the Federal Government, e.g., OPM, DOI, Reclamation, etc. (see *OPM Training Policy Handbook*). For non-exempt (FLSA) employees, see 5 CFR 551.422 for specifics about when time spent traveling is considered hours of work.
15. **Student Educational Employment Programs.** Regional Directors and the Director, Human Resources may decide to pay all, part, or none of the training expenses associated with student programs. The relevance of training to employee duties and mission accomplishment must be established. All training provided and paid for by Reclamation should be recorded on an SF 182 and maintained in ARTS.
16. **Executive, Manager, and Supervisor Development.** The Leadership Effectiveness Framework (LEF) is the model to be used in developing local programs to meet developmental needs for managers, supervisors, and leaders. See *DOI Human Resources Management Handbook* for more information on the LEF.